

## **News & Notes**

### **WATCH YOUR BACK**

Safe lifting is important for everyone—but it's especially important if your job involves frequent lifting. Here are 15 steps to safer lifting recommended by NIOSH (National Institute for Safety and Health).

1. Warm up your muscles by stretching.
2. Plan the lift. Ask yourself:
  - Is the load an awkward size or shape?
  - Is it too heavy for one person? Do I need help?
  - Do I need a tool to assist me?
3. Get someone to help and/or a tool if you need it.
4. Bring the load as close to your body as possible.
5. Use a wide, balanced stance with one foot slightly ahead of the other.
6. Tuck your pelvis. By tightening your stomach muscles you can tuck your pelvis, which will help keep your back in balance while you lift.
7. Bend at your knees instead of your waist. This helps keep your center of balance and lets the strong muscles of your legs do the lifting.
8. Lift the load slowly using your legs.
9. Use smooth movements.
10. If two people are lifting the load, synchronize the lifting by counting down (3,2,1 lift), following the same lifting technique.
11. Set the load down using the leg and back muscles; comfortably lower the load by bending at the knees.
12. Avoid reaching when setting the load down.
13. Always lift a balanced, even load.
14. Use mechanical lifting devices for heavy or awkward loads.
15. Make sure you use the same safe techniques when you set the load down.



"Hold on...I seem to be breaking up."

### **HOLIDAY RIDDLES**

- 1) What did the Gingerbread Man put on his bed?
- 2) What reindeer has the cleanest antlers?
- 3) What is Frosty the Snowman's favorite breakfast cereal?
- 4) What bites but has no teeth?
- 5) Describe a slippery sidewalk with only 2 letters.
- 6) Can Santa's reindeer fly higher than a thirty foot wall?

**Answers on Page 2 Safety Bits and Pieces**

# **Safety Matters**



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## **HOLIDAY SAFETY TIPS**

The winter holidays are a time for celebration, and that means more cooking, home decorating, entertaining, and an increased risk of fire and accidents. Consider these guidelines to help make your holiday season safer and more enjoyable:

### **HOLIDAY LIGHTING**

- Use caution with holiday decorations and, whenever possible, choose those made with flame-resistant, flame-retardant and non-combustible materials.
- Keep candles away from decorations and other combustible materials.
- Carefully inspect new and previously used light strings, and replace damaged items before plugging lights in. Do not overload extension cords.
- Don't mount lights in any way that can damage the cord's wire insulation. To hold lights in place, string them through hooks or insulated staples--don't use nails or tacks. Never pull or tug lights to remove them.
- Keep children and pets away from light strings and electrical decorations.
- Never use electric lights on a metallic tree. The tree can become charged with electricity from faulty lights, and a person touching a branch could be electrocuted.
- Before using lights outdoors, check labels to be sure they have been certified for outdoor use.
- Make sure all the bulbs work and that there are no frayed wires, broken sockets or loose connections.
- Plug all outdoor electric decorations into circuits with ground-fault circuit interrupters to avoid potential shocks.
- Turn off all lights when you go to bed or leave the house. The lights could short out and start a fire.

### **DECORATIONS**

- Use only non-combustible and flame-resistant materials to trim a tree. Choose tinsel and artificial icicles of plastic and non-leaded metals.
- Never use lighted candles on a tree or near other evergreens. Always use non-flammable holders, and place candles where they will not be knocked down.
- In homes with small children, take special care to avoid decorations that are sharp and breakable, and keep trimmings with small removable parts out of the reach of children.
- Avoid trimmings that resemble candy and food that may tempt a young child to put them in their mouth.

### **CHILDREN AND PETS**

- Poinsettias are known to be poisonous to humans and animals, so keep them well out of reach, or avoid having them.
- Keep decorations at least 6 inches above the child's reach.
- Avoid using tinsel. It can fall on the floor and a curious child or pet may eat it. This can cause anything from mild distress to death.
- Keep any ribbons on gifts and tree ornaments shorter than 7 inches. A child could wrap a longer strand of ribbon around their neck and choke.
- Avoid mittens with strings for children. The string can get tangled around the child's neck and cause them to choke.
- Watch children and pets around space heaters or the fireplace. Do not leave a child or pet unattended.
- Store scissors and any sharp objects that you use to wrap presents out of your child's reach.
- Inspect wrapped gifts for small decorations, such as candy canes, gingerbread men, and mistletoe berries, all of which are choking hazards.

**(CONTINUED - SEE PAGE 2 FOR MORE HOLIDAY SAFETY TIPS)**

## **Safety Bits and Pieces**

### **EXTENSION CORD SAFETY**

When extension cords are misused—or when cords with faulty wiring and loose connections are used—fires, shocks, and electrocution are potential hazards. Please follow these safety guidelines when using extension cords:

- Don't use an extension cord to replace fixed wiring. They're for temporary use only.
- Make sure that the plug has a good solid connection to the outlet.
- Use cords appropriate to the task and rated high enough for the job. Choose heavy-duty extension cords for high-wattage machines and equipment.
- Use extension cords for appropriate conditions. For example, indoor and outdoor cords are constructed differently. Various types of cords are specifically constructed to resist moisture, heat, or chemicals.
- If using a cord outdoors, plug it into a ground fault circuit interrupter (GFCI).
- If a cord must cross a floor (even temporarily), use a protective cover designed for this purpose or secure the cord to the floor with brightly colored tape.
- Don't overload cords. Multiplug devices should contain an integral circuit breaker.
- Never connect extension cords in a series. Use one long cord.
- Never splice or tap an extension cord.
- Never disconnect a plug by pulling on the wire.
- Inspect cords frequently to be sure that they are in good condition. Throw damaged cords away.
- Keep cords untangled when in use and in storage. Store them loosely coiled in a dry place.

### **HOLIDAY RIDDLES ANSWERS**

- 1) Cookie Sheets
- 2) Comet
- 3) Frosted Flakes
- 4) Frost
- 5) IC
- 6) Sure, a wall can't fly at all!!

### **ON THE LIGHTER SIDE**



## **HOLIDAY SAFETY TIPS**

**(Continued from Page 1)**

### **HOLIDAY ENTERTAINING**

- Unattended cooking is the leading cause of home fires in the U.S. When cooking for holiday visitors, remember to keep an eye on the range.
- Keep matches and lighters up high, out of sight and reach of children (preferably in a locked cabinet).
- Test your smoke alarms, replace batteries every October during Fire Prevention Month, and let guests know what your fire escape plan is.

### **TREES**

- When purchasing an artificial tree, look for the label "fire-resistant."
- When purchasing a live tree, check for freshness. A fresh tree is green, needles are hard to pull from branches, and when bent between your fingers, needles do not break.
- When setting up a tree at home, place it away from fireplaces, radiators and portable heaters. Place the tree out of the way of traffic and do not block doorways.
- Cut a few inches off the trunk of your tree to expose the fresh wood. This allows for better water absorption and will help to keep your tree from drying out and becoming a fire hazard.
- Be sure to keep the stand filled with water, because heated rooms can dry live trees out rapidly.
- Make sure the base is steady so the tree won't tip over easily.

### **FIREPLACES**

- Before lighting any fire, remove all greens, boughs, papers and other decorations from fireplace area. Check to see that the flue is open.
- Use care with "fire salts," which produce colored flames when thrown on wood fires. They contain heavy metals that can cause intense gastrointestinal irritation and vomiting if eaten.
- Do not burn wrapping papers in the fireplace. A flash fire may result as wrappings ignite suddenly and burn intensely.

### **TOYS AND ORNAMENTS**

- Purchase appropriate toys for the appropriate age. Some toys designed for older children might be dangerous for younger children.
- Electric toys should be UL/FM (Underwriters Laboratories/Factory Mutual) approved.
- Toys with sharp points, sharp edges, strings, cords, and parts small enough to be swallowed should not be given to small children.
- Place older ornaments and decorations that might be painted with lead paint out of the reach of small children and pets.

### **SECURITY**

- Use your home burglar alarm system.
- If you plan to travel for the holidays, don't discuss your plans with strangers or post to social media.
- Have a trusted friend or neighbor to keep an eye on your home.

**HAVE A SAFE AND JOYOUS HOLIDAY SEASON!**



### **QUOTATION OF THE MONTH**

"Don't worry about avoiding temptation. As you grow older, it will avoid you."  
Winston Churchill  
(1874 - 1965)

